

CLEMSON UNIVERSITY STAFF SENATE
October 23, 2012, 10:30 AM, Madren Conference Room

Minutes

Members Present: Leslie Adams, Kay Bagwell, Matt Bundrick, Karen Countryman, Anne Cummings, Tim Drake, Karen Erickson, Linda Galloway, Shelly Geer, Gail Gilbert, Michael Gilstrap, Debra Goss, Shirley Hagood, Trudy Houston, Adam Hunter, Julie Jones, Reba Kay-Purdessy, Sharon Kimbell, Julia Lusk, Amanda Menefee, Beth Newton, Dede Norungolo, Carol Pike, Judy Pruitt, Meshelle Rabon, Sarah Reeves, Andy Riggins, Chris Sober, David Stancil, Judy Tribble, Cathy Welton, Tina White, and Mandy Wright

Members Absent: Brandie Bargeloh, Pam Barnhill, Deb Charles, Wilder Ferreira, Kim Fisher, Christopher Greggs, Wendy Howard, Rusty McDonald, Stella Moore, and Angela Nixon

Guests Present: Linda Gallicchio, John Mueller, Jackie Todd, and Matt Watkins

President Julia Lusk welcomed guests and called the meeting to order.

1. **Approval of Minutes:** Tim Drake moved to approve the minutes of the September 19, 2012 Staff Senate meeting as submitted. Tina White seconded the motion and the vote was unanimous. The minutes were approved.
2. **Special Order of the Day** – Linda Gallicchio, Associate Director for Outreach for the Clemson Rutland Institute for Ethics, provided a brief overview of the Institute. Gallicchio spent 20 years in human resources before taking the position with the Institute. Those years prepared her for the position. She learned how to be fair, develop trust, and share her passion with integrity, respect, and honor. The Institute is not endowed. Their work and programs are supported by memberships. The Rutland Ethics Alliance is open to individuals and companies. They will present programs to groups regarding the Rutland “toolbox approach” to ethical decision-making. To learn more contact Gallicchio at lgalli@clemson.edu or visit their website at www.clemson.edu/ethics/RIE.
3. **Open Commentary** – Mandy Wright shared information about the shuttle bus to Seasons. The shuttle bus is free. It runs during lunch hours and has stops around campus. Shuttle stops and times can be found at www.clemson.edu/centersinstitutes/madren/shuttle/index.html.
4. **President’s Reports**
 - A. **Board of Trustees** – The Board met in Clemson on October 18-19. A report was shared on behalf of the Senate (Attachment A).
 - B. **Faculty Senate Budget Accountability** – Results from Huron’s research was reviewed.
 - C. **Foundation Board** – The Board’s next meeting is November 15-16.
 - D. **President’s Cabinet** – The Cabinet met on October 8th. Minutes from the September 10th meeting were distributed to the Senate via email on October 22nd.
 - E. **Other:**
 1. **Administrative Council**, John Mueller for Michelle Piekutowski. Performance increases and bonuses will be in the October 26th paycheck.
 2. **Human Resources**, John Mueller. HR conducted a survey in May. From those responding, only 2% indicated they use Contact HR. The new customer service center is designed to be a more interactive process for employees. Employees can submit a question to Ask HR and the question will be routed to the appropriate individual for an answer. Additionally, the software will allow HR to mine data to create FAQ’s to quickly address common questions. The service center is still in the early stages of implementation, but Mueller hopes to have toolkits available next year.

5. **Treasurer's Report**, Karen Erickson. The balances are as follows: (a) Vending: \$9,033.12; (b) Staff Senate funds: \$2,652.69; (c) Travel: \$500.00; (d) SDP: \$11,835.26. Karen Countryman moved to approve the report as submitted. Tim Drake seconded the motion and the vote was unanimous. The report was approved.
6. **Committee Reports**
 - A. **Standing Committees**
 1. **Activities**, Julie Jones. Activities met on October 2nd to focus on the logistics of the 5K fundraiser.
 2. **Communications**, Angela Nixon and Reba Kay-Purdessy. No report.
 3. **Membership**, Karen Countryman. The group is reviewing the membership roster and beginning to work on the 2013 elections.
 4. **Policy and Welfare**, Chris Sober. No report.
 5. **Scholarship**, Beth Newton and Carol Pike. The 5K is just a few weeks away and the group is in the process of finalizing all the details for race day.
 - B. **University Committees**
 1. **Alcohol and Other Drugs Task Force**, Angela Nixon. The task force met on Sept. 27. The marijuana sub-committee is looking at creating some educational/awareness campaigns related to marijuana use. There is a new "orientation" guide for students living off campus to educate them about laws, policies and safety issues related to alcohol use. An online resource page is being created for faculty members who are looking for help on how to identify and assist students with alcohol problems. The group creating that website is looking at expanding it to include resources related to mental health, drug abuse and other situations. Last year's research about alcohol use on game days is complete. That information will be available soon.
 2. **President's Commission on the Status of Women, Karen Erickson**. The new members are on board and work is underway for the upcoming year in committees. Issues include options for CU child care and a further review of the recently-presented information re compensation. Find out more about W.E. Lead events at http://www.clemson.edu/caah/womens_studies/register.html.
7. **Unfinished Business**: None.
8. **New Business**:
 - A. **Sexual Violence Task Force**, Chris Sober. The Senate is seeking a volunteer to be an active and contributing member of the task force. The task force meets the 4th Thursday of the month at 12:30 p.m. Reba Kay-Purdessy volunteered to serve on the task force.
 - B. **Tobacco-Free Task Force** - Julia Lusk volunteered to serve on the task force.
9. **Announcements**
 - A. **Team Up for Clemson Regatta** - Come support the Staff Senate team in the Team Up for Clemson Regatta on Saturday, Oct. 27 at the Women's Rowing Facility on Lake Hartwell. Our team will race at 11 a.m. The team includes Angela Nixon, Julia Lusk, Brandie Bargeloh, Judy Tribble, Matt Bundrick and Dede Norungolo. Spectators are asked to pay a \$1 suggested donation per person or two cans of food per person. Money raised and food collected will benefit local charities.
 - B. **LGBTQ Task Force**, Julia Lusk. An ad hoc group of faculty, staff, and students have requested a meeting with President Barker. They are requesting that Barker create a task force to address lesbian, gay, bisexual, transgendered, and queer issues (Attachment B). A meeting is set for early November.
10. **Adjournment**: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, November 13, 2012, 10:30 a.m., Madren Center

September 28, 2012



Activities Committee

The Staff Senate partnered with the Faculty Senate to help complete the Homecoming Habitat House. I am pleased to announce that the house is finished and the family moved in over the summer. This was a rewarding experience for staff to help paint, install flooring, beautify the landscape, etc. The house was dedicated to the family on September 9th and staff attended this very moving dedication ceremony. The family is very grateful for all the staff did to help make their dream home a reality.

Communications Committee

The Communications Committee continues to publish the Staff Senate newsletter each month. The newsletter is available at <http://www.clemson.edu/faculty-staff/staff-senate/>. The committee continually impresses me with how they efficiently share pertinent information with staff members.

Policy and Welfare Committee

I have tasked this committee with determining if it is possible for Clemson University to adopt a four-day work week. This could improve morale of staff members if they are given the opportunity to participate in a four-day work week. It may also be a cost savings to the University as energy usage would be reduced one day per week. Fuel savings will be a positive factor as staff will be able to save on fuel costs one day a week.

Scholarship Committee

On Saturday, November 3rd, the Staff Senate is sponsoring the Sprint for Success 5K. All proceeds raised will benefit the Staff Senate Scholarship fund. Ten \$1,150 scholarships are awarded to children of staff members. I want to thank the Board for supporting this effort by being a sponsor for the race.

Integration with Dignity Events

This year marks the 50th anniversary of integration at Clemson University. Many events have been planned to commemorate Harvey Gantt's "Integration with Dignity," which I am encouraging staff to attend. Mr. Gantt spoke at Convocation on August 21st and many staff attended that event.

Compensation Plan

In September, President Barker shared with the campus the university's compensation plan, which includes performance-based increases and bonuses for staff members and funding to bring faculty salaries in line with the market average. I applaud the efforts of the administration to address these issues and to continue to include staff in their compensation and employee retention goals. Both faculty and staff senate leaders had the opportunity to provide input through the process of creating this plan, and we will continue to be involved in the decision-making process moving forward.

Graduation

I had the pleasure of representing staff at the August 10th graduation. The responsibility of the Staff Senate President is to lead all staff participating in the processional into Littlejohn Coliseum. Normally one staff member would participate. Six staff members participated at the August Commencement! I hope even more staff will participate at the December Commencement.

For Clemson,

Julia Lusk
Staff Senate President

Dear President Barker and the Administrative Council,

We are submitting a proposal for the creation of a Clemson University LGBTQ Task Force. This task force will serve in an advisory capacity to university administrators, faculty, staff, and students regarding matters that affect LGBTQ people.

In mid-2011, an altercation in an off-campus housing complex led to the severe beating of a gay student, who has since transferred out of the university. Around the same time, a national organization called Campus Pride sent a self-assessment questionnaire containing over fifty questions to universities across the country. This assessment gauged several factors relating to LGBTQ-inclusive policies, programs and practices, including institutional commitment to LGBTQ studies, the quality of student life, campus safety, and recruitment and retention efforts. Sadly, Clemson University failed all but one of the eight areas of assessment: LGBTQ counseling and health.

The opportunity to ask President Barker how the university could respond to both the Campus Pride assessment and the beating of one of its own gay students came during the fall town hall meeting. Responding to several attendees' questions, President Barker assured everyone that Clemson is a welcoming institution that strives to make its commitment to inclusion and diversity clear to current and incoming students. Yet the assessment results and safety concerns require more action on the part of the Clemson family to truly convey that sentiment.

These catalysts have given rise to the need to foster a more welcoming and equitable university experience for all LGBTQ students, faculty, and staff. With the help of Joy Smith, Dean of Students, an email went out late last fall to all interested persons who wished to see Clemson meet this need. In December, over forty of the respondents, including faculty, staff, students, administrators, and alumni, met in the Madren Center to identify areas in which Clemson could improve its message to the LGBTQ population. Following much discussion, as well as some initial research conducted by subcommittees into the addition of domestic partner benefits and the creation of an LGBTQ resource center, the group, named A Better Clemson, agreed that an official task force was necessary to further research and suggest changes to university policies and practices.

Most schools in the Top-20 do more than Clemson to reach out to LGBTQ students, faculty and staff. The University of South Carolina also has more robust LGBTQ services and programs than Clemson does. They recently released an "It Gets Better" in which USC's president, dean of students, and several others inform and encourage viewers that they are safe and welcome at USC. Yet Clemson has the opportunity to match and exceed what these schools offer. With its new mission statement that promises an environment in which students are immersed in "thinking deeply about and engaging in the personal, social, scientific, and professional challenges of our times," the university's establishment of a task force would send the message that Clemson is indeed embracing its modern, global vision.

This vision seeks to ensure a legacy of service, collaboration, and fellowship among its widely diverse body of students, faculty, staff, and alumni.

This task force, for example, should research ways of recruiting students that might otherwise never apply to Clemson because of the relative invisibility of institutional, LGBTQ support on the university's webpage and its other advertising. It should also research ways to retain LGBTQ students who are already here, but who, like the student beaten last year, transfer to more LGBTQ-friendly institutions. Not least, it should be mindful of the fact that the lack of any domestic partner benefits makes recruiting and retaining exceptional faculty and staff more difficult. The absence of an LGBTQ or gender studies program, as well as a resource center, also makes Clemson less attractive to scholars who work on sexuality and students who want to study it.

The creation of a task force is the first step Clemson needs to take toward becoming more LGBTQ friendly. In proposing this task force, we have consulted with a number of faculty, staff, and administrators across the departments and units of the university, and have been rewarded as well with the input of Clemson alumni who quite frankly told us that they wish Clemson did more to affirm and support LGBTQ people. With an official task force established, the research that A Better Clemson has already conducted can continue, and can finally be applied to reports presented to the administration to help move towards creating a fully accessible, inclusive, and diverse campus.

Sincerely,

Joshua Morgan, for A Better Clemson

Proposal for a Clemson University LGBTQ Task Force

I. Purpose

The purpose of a Clemson University Lesbian, Gay Bisexual, Transgender and Queer (LGBTQ) Task Force is to serve in an advisory capacity to the university administrators, faculty, staff and students regarding matters which affect the LGBTQ people. More specifically, the objectives of the Task Force are:

II. Objectives

- To make recommendations in regard to enhancing the access and opportunities available to the LGBTQ community to create a welcoming environment that supports both inclusion and diversity.
- Make recommendations regarding the policies, practices and procedures which affect the LGBTQ campus community.
- To ensure that the university appropriately addresses issues of safety and welfare of LGBTQ faculty, staff, students and guests.
- To advise the administration, faculty and staff on important enhancements which will enable the University to better serve the campus community and guests regardless of their sexual orientation or gender identity.
- To serve as an institutional resource on matters pertaining to the LGBTQ campus community.

III. Expectations of Task Force Members

- The LGBTQ Task Force members are expected to attend regular meetings which are scheduled by the task force chair.
- Formulate and actively participate on established Task Force subcommittees.
- A minimum of four meetings will be scheduled annually.
- An agenda will be established prior to each meeting.
- Minutes will be recorded and distributed to each task force member.

IV. Nominating Committee

- Nominate task force members each spring.
- Recommends task force appointments to the President for his consideration and approval.
- All nominations must be supported by a 2/3 majority of the existing task force members before the names are sent to the President.
- One, two, and three year terms will be recommended to the President.
- The Task Force will elect a chairperson from the members appointed to the task force.
- The nominating committee will be elected by the task force and will consist of a minimum of three members and a maximum of five task force members.

Nominations from the floor will be accepted. Only task force members will be authorized to vote.

V. Membership

The membership of the task force shall be comprised of 3 undergraduate students, 3 graduate students, 3 faculty, 3 staff and two administrators appointed by the President of the university. Membership will be limited to members of the university who are in good standing with the university.

The membership will elect the following officers: A chairperson, a chair-elect, and a secretary from among the members.

VI. Officers

The Chair shall be the presiding officer of the LGBTQ task force. The Chair shall preside over all meetings; have general and active management of the business of the task force shall be responsible for carrying out all decisions and resolutions of the task force; the Chair will initiate communication or respond to inquiries from the president or other officials.

The Chair-Elect shall succeed to the position of the chairperson at the conclusion of the Chair's term of office. The Chair-Elect shall assume the duties and authorities of the Chair when the Chair is absent. In the event that the Chair resigns or is unable to serve the Chair-Elect assumes the role of the Chair. An interim Chair-Elect shall be selected to serve the remainder of the Chair-Elect's term by a vote of the task force members.

The Chairperson of the LGBTQ task force shall retain a secretary to keep the official roll at all meetings of the task force to determine whether a quorum exists; to prepare and publish notices, agendas, minutes and perform other related duties.

VII. Committees

Initially, the task force will have three standing committees. They are:

1. Communications and Outreach-This committee will plan activities, programs and literature to keep the campus community informed and aware of important events and activities. This committee will also strive to enhance the campus climate through educational activities and dialogue.
2. Welfare Committee-This committee will advise task force members on matters that pertain to policies, practices, benefit opportunities and the status of the LGBTQ community on the campus.
3. Safety and Security-This committee will monitor the safety and of the LGBTQ community and make recommendations to improve the safety and security of the LGBTQ community on campus and in the community.
4. Nominating Committee-This committee will nominate a slate of members to serve on the task force each year upon final approval by the president of the university.

VIII. Amendments

The bylaws may be amended at any regular meeting where there is a quorum. Two thirds of the members present are required to approve an amendment to the bylaws.

IX. Standing Rules

All meetings are normally open unless the task force goes into an executive session.

Any non-member may request the privilege of speaking before the task force on any item or topic not already on the meeting agenda.

Upon the approval of the chair, a non-member may also speak on any item on the agenda.

The chair shall have the authority to place a time limit on the remarks of any participant of a task force meeting.

The Nominating Committee shall prepare a list of persons for possible appointment to membership on the LBGTQ Task force. This list will be submitted to the task force by March 1 each year and once approved or modified by the task force the list must be submitted to the university president by April 1st each year.

- Student Life- group mixers
 - Policy Inclusion- Benefits
 - Institution Commitment- marketing and social media promoting inclusion
 - Academic Life- GLBTQ Courses and Faculty Orientation SPEAKOUT
 - Resident/Housing- Unisex Bathrooms
 - Safety/Alcohol Training and CAPS Health
 - Change the term “Freshman” to “first-year”
 - Make LGBTQ inclusion mandatory in first year education (General Education changes?)
 - Better alcohol education (to control violence...depression)→ SAFETY
 - Make students better aware of cultural groups and events (touring students too) – publicize demographics
 - Gender neutral paperwork
 - Find ways to foster intersections between minority /underrepresented groups
 - Co-sponsoring events
 - Leadership meetings
 - Joint group meetings
 - Creating avenues for people to find information without having to go to CGSA
 - Make students more aware of CAPS and CGSA – Spread Awareness
 - Make sure our website and literature reflects inclusion
 - Faculty and staff need to be educated (senate meeting address- orientation)
 - Benefits for partners
 - How many students, faculty, staff have domestic partners/
 - Students, faculty and staff need to be advocates
 - Better faculty and staff orientation
 - How can we educate faculty without giving faculty something else to do, or making them feel resentful
 - Educate in empathy
 - SPEAKOUT for faculty and staff

- Institutional Commitment
 - University making a commitment to support queer faculty and staff
 - LGBTQ Resource center
 - FT supported
 - More Education re: transgender issues
 - Partner Benefits
 - Acknowledgement of queer population and normalization
 - Be more specific in our language re: queer community
 - Make it evident that Clemson is an inclusive community
 - Add “welcoming” & “inclusive” as often as possible and “back it up”
 - Miscellaneous
 - Include more queer studies classes
 - Safe housing for queer community

- Living/Learning community
 - President Commission of queer faculty, staff and students
- Student Life
 - Making issues visible
 - Making issues personal
 - Mentor Programs
 - Institutional commission
 - Annual Letter emphasizing personal respect
 - Letter emphasizing fair treatment
 - An institutional space
 - Residents in Housing
 - Programs on inclusiveness
 - Policy Inclusion
 - Partner Benefits
 - Off-Campus
 - Partner with off campus residents
 - Safety
 - Make it safe to be a part of program
- Priorities- next Steps
 - Resource Center
 - Research (other schools)
 - Suzanne- research triangle schools private
 - Compare to peer institutions
 - Leon (top 20 institutions)
 - Erin Morris- help
 - Jeff Kenney- operating budgets and who they serve
 - Structure (VP's and CDO's, etc)
 - Physical space- on campus?
 - New space, existing space
 - Off campus for how?
 - Involve alumni
 - Pitch to housing master plan (Suzanne)
 - Build or new?
 - Short term & long term plan
 - What kind of space? Uses? Location?
 - Meet to discuss research
 - Survey
- Partner Benefits
 - State laws/faculty senate issues (advocate to state)
 - Names of faculty/staff who support this

- Petition (will)
 - State Employees Association & League of Women Voters
 - Allies?
 - Other states that offer partner benefits
 - Research (Susan Hilligoss)
 - There are states with different laws from university policy
 - LGBTQ Architect (website)- plans on-line/resource
 - Altheia, Michelle, Parvin, Joy
 - Student insurance (exclusion-transgender (Blair)
 - Meeting/ communicating – next steps
- Commission/Task Force/ Committee
 - Barbra Hamberg, Susan Hilligoss, Josh, Joy
 - Conference-invite others from different institutions
 - Research other institutions (Peers) and what they do (Sarah)
 - Reporting structure, etc
 - Include students' voices (Hawken)
 - Visit other commissions and look for allies
 - Leon- resource
- Policy
 - Benefits- same sex not ok
 - Full time staff live-in
 - Equal housing rights
 - Harassment & sexual orientation
 - How is this stated in our policies?
- Misc
 - Extended commission support & engagement
- Institution commission
 - More opportunity to have this conversation-expected
 - Freshman reading
 - Who belongs to the Clemson family
 - A more inclusive definition
 - LGBTQ Resource Center and Lounge
 - Standing Committee/task force/commission/something for LGBQ issues
 - Gender neutral restrooms everywhere
 - All trustees and executives through ally Training
 - Public statement by president to take on a commission to this population
- Student Life
 - Survey to collect needs of Queer Community
- Housing
 - Survey to collect information on housing needs
 - Gender neutral housing

- ON/OFF Campus Safety
 - Commission Coalition to safety—expanding to include Queer community members
- Queer Student Center (LGBTQA)
 - Lavender graduation
 - Facilitated training
 - Sensitivity/micro-aggressions
 - RA's ↔ BOT's
 - All staff
 - Not online training
 - Orientation for Board of Trustees
 - Cleary Act level Response- on and off campus
 - University/private housing safety agreements
 - Grad Students Resources
 - Implemented/marketed
 - Expand University Div. Practices
 - Beyond race and ethnicity
 - General marketing of resources
 - University wide communication
 - Recognition of policies
 - Increased inst. Commitment to religious pluralism
 - Advocate faith based/ conscious curriculum
 - Partner benefits
 - Gender neutral housing
 - Insurance for Trans/Gender Queer students
 - Physical/mental health
 - Trans inclusive
 - Assigned gender identified
 - Easy process for TRASVS students to amend Clemson records
 - LGBTQ academic program
 - Cultural awareness program
 - Increase role of the chief
 - Diversity officer office in climate for LGBTQ folks
 - Full time staff member (qualified)
 - Advocacy/students
 - Administrative/faculty
 - Center Unique Entity
 - Staff advocate and serve as administrative liaison
 - Education and research
- Academics
 - Rethink the cultural comp. requirements (ePortfolio and General Education)